



## REGULAR MEETING OF THE GOVERNING BOARD ADOPTED MINUTES

Date: Thursday, December 17, 2015  
Meeting Place: Horizon Charter Schools Board Room  
2800 Nicolaus Road #100  
Lincoln CA 95648

### REGULAR BUSINESS MEETING 4:00 P.M. START

1. CALL TO ORDER – Horizon Charter Schools Board Room – 4:00p.m.

#### PLEDGE OF ALLEGIANCE

#### ROLL CALL

- X Parent Representative: Michelle Johnson (President)
- Education/Community Representative: Vacant
- X Parent Representative: Sara Infante
- X Parent Representative: Andrea Rynberk
- X Parent Representative: Karen Vicari
- X Parent Representative: Kimberly Dahlstrom
- X Community Representative: Bob Collins

2. COMMUNICATION FROM THE PUBLIC

*This portion of the meeting is set aside for the purpose of allowing an opportunity for individuals to address the Governing Board regarding matters not on the Agenda but within the Governing Board's subject matter jurisdiction. The Governing Board is not allowed to take action on any item that is not on the Agenda, except as authorized by Government Code Section 54954.2. Request cards for this purpose. "Speaker Cards" are located at the entrance to the Board Room. Speaker Cards are to be submitted to the Board Secretary prior to the start of the meeting.*

**4:10 P.M. – Closed Session** – Adjourned to closed session at 4:22 p.m.

3. CLOSED SESSION – Superintendent's Office, 2800 Nicolaus Road, #100, Lincoln CA

- 3.01 ADMISSION OF EXPELLED STUDENT(S) - (Government Code Section 48918)  
JaDene Jones, Director of Operations
- 3.02 CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8)  
Feasibility Study Horizon Learning Centers – Cynthia Wood, EdD, Superintendent/ Chief Executive Officer
- 3.03 CONFERENCE WITH LABOR NEGOTIATOR Pursuant to Government Code Section 54957.6, discussion concerning: Unrepresented Employee: Assistant Superintendent, Administrative Services/ Chief Operations Officer  
Attorney, Paul G. Thompson, Fagen, Friedman & Fulfroost, LLP  
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer  
Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
- 3.04 CONFERENCE WITH LEGAL COUNSEL (Anticipated Litigation – Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (b) of Government Code Section 54956.9)  
James Ward, ESQ, Evans, Wieckowski, Ward and Scoffield  
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer  
Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer

**6:00 P.M.**

4. ADJOURN TO OPEN SESSION – 6:02 p.m.

The Governing Board will disclose any action taken in Closed Session regarding the following items:

- 4.01 ADMISSION OF EXPELLED STUDENT(S) - (Government Code Section 48918)  
JaDene Jones, Director of Operations

No action taken

- 4.02 CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8)  
Feasibility Study Horizon Learning Centers – Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

No action taken

- 4.03 CONFERENCE WITH LABOR NEGOTIATOR Pursuant to Government Code Section 54957.6, discussion concerning: Unrepresented Employee: Assistant Superintendent, Administrative Services/ Chief Operations Officer  
Attorney, Paul G. Thompson, Fagen, Friedman & Fulfroost, LLP  
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

Motion by: K. Vicari to approve closed session item 4.03 with requested revisions  
Second by: B. Collins

	Aye	No	Abstain	Absent
Michelle Johnson:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kim Dahlstrom:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sara Infante:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Rynberk:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen Vicari:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bob Collins:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion carried

4.04 CONFERENCE WITH LEGAL COUNSEL (Anticipated Litigation – Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (b) of Government Code Section 54956.9)

James Ward, ESQ, Evans, Wieckowski, Ward and Scoffield  
Cynthia Wood, EdD, Superintendent/ Chief Executive Officer  
Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer

No action taken

5. STUDENT PRESENTATIONS

None

6. REPORTS AND COMMUNICATION

6.01 Horizon Certificated Employees Association  
No Statement Submitted

6.02 California School Employees Association  
No Statement Submitted

6.03 Assistant Superintendent, Business Services/ Chief Business Official– Daniel B. Schuler  
Horizon Charter Schools and Partnerships for Student Centered Learning Enrollment Count by County/ Grade Level  
Special Education Funding SELPA/CHELPA

6.04 Superintendent/ Chief Executive Officer – Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

Special Education Funding SELPA/CHELPA  
Plan Development

C. Wood began by stating that the service delivery model and the application that was given to us by the El Dorado CHELPA are being examined. We are putting together a draft application whereby we will be reviewing what our services would look like if we were to move to the CHELPA. The application deadline is a year from now and we are preparing in advance, in the event that any service delivery changes would need to take place. We have the year ahead to do this sequentially and methodically so that we may continue to provide the best services to our students. We will continue to honor IEP's, as stated, and will maintain compliance for students. We will provide the Board with a regular update as we learn the next steps.

Horizon Charter Schools jackets have been distributed and the Board received theirs tonight.

R. Rogers briefly described the progress being made with regard to the Foundation online store.

## 7. CONSENT AGENDA

### NOTICE TO THE PUBLIC

*All items on the Consent Agenda will be approved with one motion, which is not debatable and requires a unanimous vote for passage. If any member of the Board, Superintendent, or the public so request, items may be removed from this section and placed in the regular order of business following the approval of the consent agenda.*

- 7.01 Approval of Meeting Minutes for:
  - a. November 5, 2015 Special Meeting of the Governing Board
  - b. November 19, 2015 Regular Meeting of the Governing Board
- 7.02 Approval of Warrant Report
  - a. Horizon Charter Schools
- 7.03 Certificated Personnel Report – Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
- 7.04 Classified Personnel Report – Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
  
- 7.05 Discovery Education License Purchase – Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Office

Notes: K. Vicari requested that 7.05 be pulled out for discussion and mentioned the importance of making sure the families know about this.

Motion by: K. Vicari to approve item 7.05 of the Consent Agenda

Second by: S. Infante

	Aye	No	Abstain	Absent
Michelle Johnson:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kim Dahlstrom:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sara Infante:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Rynberk:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen Vicari:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bob Collins:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion Carried

- 7.06 CODESP (Cooperative Organization for the Development of Employee Selection Procedures) - Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
- 7.07 Assessment Facility/ Grace Life - Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
- 7.08 Assessment Facility/ Valley Springs - Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer
- 7.09 Facility Usage/ 2015-2016 Assessment Testing –Terri McGill, Assistant Superintendent, Administrative Services/ Chief Operations Officer Services/ Chief Academic Officer
- 7.10 School Pathways - Kelly Collins, Interim Assistant Superintendent, Educational Services/ Chief Academic Officer
- 7.11 Parent Magazine Advertising - Kelly Collins, Interim Assistant Superintendent, Educational Services/ Chief Academic Officer
- 7.12 Cost Proposal, Teacher In-Service - Kelly Collins, Interim Assistant Superintendent, Educational Services/ Chief Academic Officer
- 7.13 Mad Science - Kelly Collins, Interim Assistant Superintendent, Educational Services/ Chief Academic Officer
- 7.14 Purchase of Van – Daniel B. Schuler, Assistant Superintendent, Business Services/ Chief Business Official
- 7.15 Wireless Keyfob Panic Button Purchase - Daniel B. Schuler, Assistant Superintendent, Business Services/ Chief Business Official
- 7.16 Cleaning Service for Sacramento Learning Center - Daniel B. Schuler, Assistant Superintendent, Business Services/ Chief Business Official

Motion by: A. Rynberk to approve the Consent Agenda, excluding 7.05

Second by: K. Dahlstrom

	Aye	No	Abstain	Absent
Michelle Johnson:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kim Dahlstrom:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sara Infante:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Andrea Rynberk:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen Vicari:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bob Collins:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion Carried

8. INFORMATION/DISCUSSION/ACTION

**“ACTION”:** *Indicates items the Board has seen previously*

**“Action”:** *Indicates items the Board is seeing for the first time*

*Members of the public wishing to comment on any items should complete a Speakers Card located on the table at the entrance to the Board Room. Speakers Cards are to be submitted to the Board Secretary before each item is discussed.*

8.01 Information/ Discussion/ Action

Consideration and approval of the 2014-2015 Annual Independent Audit - Daniel B. Schuler, Assistant Superintendent, Business Services/Chief Business Official  
Kurt Feddersen, CPA, Feddersen and Company, LLP

C. Wood introduced Kurt Feddersen, CPA, who began with the audited financial statements for the year ending June 30, 2015.

The first document is the independent auditors report. This is the letter whereby responsibility is disclosed and the opinion of the firm regarding the financial statement is made. In essence, this is a clean opinion, which is the best attainable opinion to be had. It is equal to an ‘A’, which is very good.

Page 3 consists of management’s discussion and analysis. This shows what management puts into the audit.

Pg. 8 is a picture, frozen in time, as of June 30, 2015 of all assets and liabilities. This is a very healthy, strong balance sheet and is one of the fiscally healthiest schools in the state of California.

Motion by: A. Rynberk to approve the Annual Audit for Partners and Horizon

Second by: S. Infante

Aye No Abstain Absent

Michelle Johnson:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kim Dahlstrom:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sara Infante:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Rynberk:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen Vicari:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bob Collins:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion Carried

8.02 Information/ Discussion/ Action

Consideration and approval of 2015-2016 First Interim Budget - Daniel B. Schuler, Assistant Superintendent, Business Services/Chief Business Official

This report is required annually by December 15. This one focuses on where we believe our Average Daily Attendance (ADA) will be once we hit P2. There is a projection here with respect to ADA. In terms of enrollment, we are down approximately 160 students. The decrease in students will generate less revenue with respect to the LCFF. We could see another drop off in the number of students we have in the charter. For fiscal year (FY) 2016-2017, the assumption was made to once again decrease ADA by 160 students, where in FY 2017-2018 it would remain flat. The majority of the drop in ADA that we see now has occurred in Partners. The expenditures are currently out pacing the revenues in Partners.

Generally, the contracts and items we bring before the Board have already been identified in the original budget.

Motion by: B. Collins to approve the First Interim Budget

Second by: K. Vicari

	Aye	No	Abstain	Absent
Michelle Johnson:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kim Dahlstrom:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sara Infante:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Rynberk:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen Vicari:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bob Collins:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion Carried

8.03 Information/ Discussion/ Action

Consideration and approval of Purchase of Student Laptops (Replacement/Additions) - Daniel B. Schuler, Assistant Superintendent/Chief Business Officer

K. Vicari: What is the amount that we charge our students for these laptops?

C. Hartman: Tablets are \$100 and Laptops are \$70.

K. Vicari: How long will these last?

D. Schuler: Usually about three years. And we expect to replace these in about 3 years with something even better for the same price.

Motion by: K. Vicari to approve the purchase of Student Laptops

Second by: S. Infante

	Aye	No	Abstain	Absent
Michelle Johnson:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kim Dahlstrom:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sara Infante:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Rynberk:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen Vicari:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bob Collins:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion Carried

8.04 Information/ Discussion/ Action

Consideration and approval of the Board ENDS Follow-Up – Kelly Collins, Interim Assistant Superintendent Educational Services/ Chief Academic Officer

K. Collins thanks the Board for their completed homework. Teachers are currently looking it over.

No action taken

8.05 Information/ Discussion/ Action

Policy- Work Permits - Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

See Board Policy Discussion notes.

This policy will be revisited at the January meeting of the Governing Board.

No action taken

8.06 Information/ Discussion/ Action

Policy- Transitional Kindergarten – Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

See Board Policy Discussion notes.

Motion by: A. Rynberk to approve the Transitional Kindergarten Board Policy as written

Second by: K. Dahlstrom

	Aye	No	Abstain	Absent
Michelle Johnson:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Kim Dahlstrom:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sara Infante:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andrea Rynberk:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen Vicari:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bob Collins:	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Motion Carried

8.07 Information/ Discussion/ Action

Policy – Academic Honesty - Cynthia Wood, EdD, Superintendent/ Chief Executive Officer

See Board Policy Discussion notes.

This policy will be revisited at the January meeting of the Governing Board.

No action taken

9. INFORMATION/ DISCUSSION

9.01 Master Schedule Timeline - Kelly Collins, Interim Assistant Superintendent Educational Services/ Chief Academic Officer

C. Wood: There are a few statements that we should make here as there has been a lot of work, advance preparation, notification of parents and training of staff that has gone into this. There have been issues of concern in the past. I believe it is worthy of note to present this to you within the Board minutes.

K. Collins: You have the timeline and process for communicating and rolling out the Master Schedule for 2016-2017. I am going to go over what we have done thus far and then you may see as we go, what is to come. The first thing we did was put together an instruction and fact sheet for the Supervising Teachers (ST's), to help clarify and reacquaint them with the process. We were hoping that this year it would be a lot more familiar, since we have not changed anything. We are making sure everyone is well informed. I have also put together a worksheet for ST's to use with their families, which list the different course options for preregistration. You should have received an 'all parent' email which outlined preregistration for the parents and students. We will also be sending another email out tomorrow, and again the first day we return from break, which will contain all the links to the courses available for preregistration. There is a section for teachers to view where they can go for preregistration. The HUB also contains the preregistration information.

B. Collins: What kind of response do you get in January?

K. Collins: We've never put it out this early before.

Members of the Governing Board say they didn't get the Parent Email that was sent with the preregistration information. They are all part of the All Parent List Serve, they all should have gotten these emails, but did not.

A. Rynberk: At the next meeting, can you confirm the email addresses for parents?

K. Collins: We ask for that information at the beginning of every school year. Our teachers have to get it from the parents. I will send this email again and I will check with Sergio Herrera (in the IT Department) to ensure it goes out.

## 10. GOVERNING BOARD

### 10.01 Future Agenda Items:

#### a. January 21, 2016

- Policy – Work Permits
- Policy – Transitional Kindergarten (This will be taken off of next month's agenda)
- Policy – Academic Honesty
- Policy – Truancy
- Policy – Bullying
- Approval of Meeting Minutes for December 17, 2015 Regular Meeting of the Governing Board

### 10.02 Board Member Reports/ Comments

None

## 11. ADJOURNMENT – 7:56 p.m.

### *Information for the Public*

*Members of the public wishing to comment on any items should complete a Speaker's Card. Speaker's Cards are located at the entrance to the Board Room. Speaker's Cards are to be submitted to the Board Secretary prior to the start of the meeting.*

*Backup materials for this agenda are available at the Horizon Charter Schools Administrative Offices located at 2800 Nicolaus Road, Suite 100, Lincoln CA 95648.*

*Members of the public may submit a written request for the entire agenda packet to:  
Horizon Charter Schools Board Secretary*

*PO Box 489000*

*Lincoln CA 95648*

*The request must be submitted 10 working days prior to the meeting.*

*Individuals requiring disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Governing Board meeting should contact the Chief Executive Officer or designee in writing, at least two days prior to meeting date. Government Code 54954.1*

This agenda is posted at least 72 hours in advance of the meeting at:

Horizon Administration Office, 2800 Nicolaus Road Suite 100, Lincoln, California,  
and on the Horizon Charter Schools Website: [horizoncharterschools.org](http://horizoncharterschools.org)

The Governing Board may be reached via e-mail at: [horizonboard@hcs.k12.ca.us](mailto:horizonboard@hcs.k12.ca.us)  
Via U.S. Mail at: Horizon Governing Board, P.O. Box 489000, Lincoln CA 95648  
Or by leaving a message with the Board Secretary at: 916-408-5200 X 5141

\*Please note: items on the agenda may not be addressed in the order they are agendized. The Board may alter the order at their discretion.